

Teton County 4-H Council

"Toward New Horizons"

PO Box 130
Choteau, MT 59422
406-466-2491
tetonext @3rivers.net

Request for Funds

Guidelines:

- 1. Request Deadline:** Requests for reimbursement must be made within 90 days from date cost occurred.
- 2. Purchase Reimbursement:** Purchases made on behalf of 4-H Council require a receipt for reimbursement.
- 3. Application Form Completion:** If applying for funds for an activity, the following form must be completed.
- 4. Presentation:** If you receive more than \$150 for any one event, a presentation is required at a council meeting within 90 days of the event. This requirement is for both members and leaders.
- 5. Claim Submission:** All claims must be submitted to the Extension Office prior to the council meetings.

Application:

Activity and Date:

Actual/Estimated Cost:

(Please attach copies of completed registration forms, receipts, etc.)

Reason for Request:

Date funds needed:

Additional information (if any):

Applicant's Name _____

Address: _____

Phone/Email: _____

I, hereby, agree to reimburse council for any money paid in advance on my behalf for expenses that I do not incur. I agree that, regardless of circumstances, the council will be refunded in full by me personally if they have spent funds for me to attend an event that I am later unable to attend. I also agree to come to a council meeting to report on the outcome of the activity if I receive more than \$150 for any one event.

Signature _____ *Date* _____

For council use:

Approved by Council for \$ _____ *on* _____ *(Date)*